First Nations Forestry Program

British Columbia
1996 – 2001

APPLICATION GUIDELINES

Natural Resources Canada
Canadian Forest Service

Ressources naturelles Canada
Service canadien des forêts

Indian Affairs and Northern Development Canada

Affaires Indiennes Et du Nord Canada

In partnership with First Nations

General Information:

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1. This booklet contains the Application Guidelines for the First Nations Forestry Program. The Program is a federal government initiative jointly funded by the Department of Indian Affairs and Northern Development and by Natural Resources Canada, Canadian Forest Service. Through the Program, First Nations can obtain financial and technical assistance in forestry and forest economic development.

   Additional copies of these Guidelines and further information about the First Nations Forestry Program can be obtained from the Canadian Forest Service at the following address:

   Canadian Forest Service
   First Nations Forestry Program
   506 West Burnside Road
   Victoria, BC V8Z 1M5

   Attention: Nello Cataldo, Program Manager

   Telephone: (250) 363-6014
   Fax: (250) 363-0775
   E-mail: ncataldo@pfc.forestry.ca
   Web: www.pfc.forestry.ca

   To reach the Canadian Forest Service general line, please call (250) 363-0600.

2. First Nations Forestry Program Applications are also available from the Canadian Forest Service. Completed applications and proposal details should be returned to the Canadian Forest Service at the above address. Receipt of the original signed proposal is required prior to the deadline (Section 17). **Please do not fax proposal packages.**

3. Please read these Guidelines carefully before preparing your proposal and completing the Application.

Fifth Edition - October 1999

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INTRODUCTION

On April 16, 1996, the Minister of Indian Affairs and Northern Development and the Minister of Natural Resources Canada announced a new First Nations Forestry Program. Jointly funded and administered by the two departments, the program promotes the active involvement of First Nations in forestry.

The new program is a national program designed to increase First Nations capacity in forest resource management including related business sectors. It is administered by a national management committee consisting of one representative from each department appointed by the Assistant Deputy Minister of the Department of Indian and Northern Development (DIAND) and the Assistant Deputy Minister of the Canadian Forest Service (CFS), respectively, and one representative of First Nations selected by the FNFP Advisory Group (a group consisting of representatives of the Provincial/Territorial Management Committees).

The management and delivery of the program in each province or territory is the responsibility of provincial and territorial management committees comprised of representatives from DIAND, CFS, First Nations, and other agencies and organizations who can contribute to the objectives of the program.

The Canadian Forest Service, Natural Resources Canada is responsible for implementing the program.

1. WHAT IS THE FIRST NATIONS FORESTRY PROGRAM?

The First Nations Forestry Program was developed to improve economic conditions in status First Nations communities and to *assist* First Nations with *building their capacity* to manage forest resources. The Program has a five year term ending on March 31, 2001.

The First Nations Forestry Program provides funding and forestry advice for B.C.'s status First Nations in order that they may assume a greater role in participating in forestry activities upon expiry of the Program. Assistance will be provided to foster business partnerships **both on and off reserves**, with various government and non-government organizations, and the forest industry.

This Program is *not just about forest management on reserve land*, but about economic development, and the enhancement of First Nations abilities to manage forest resource activities throughout British Columbia.

2. HOW IS THE PROGRAM MANAGED AND WHO APPROVES PROJECT PROPOSALS?

The First Nations Forestry Program (FNFP) is a national initiative which is managed by a national management committee to provide overall broad direction to the Program.

The management and delivery of the FNFP in each province or territory is the responsibility of provincial and territorial management committees. These committees develop policies, standards and procedures, communications strategies, work plans, and other program elements for their respective province or territory.

In British Columbia, the management committee (board) is composed of 12 members representing First Nations, the Canadian Forest Service, the Department of Indian Affairs and Northern Development and the B.C. Ministry of Forests. The Management Board is comprised of 9 First Nations representatives from communities, businesses and academia, and one representative from each of the government agencies.

The FNFP Management Board is responsible for the overall direction of the Program in British Columbia, setting policy and reviewing and approving project proposals. The Management Board is the final authority concerning projects and the Program.

3. WHY PRACTICE FIRST NATIONS FORESTRY?

First Nations forestry contributes greatly to the province in a number of ways.

For example, it contributes to the development of timber and non-timber commodities for local, provincial, national and international markets. These commodities generate direct revenues for First Nations and provide employment income to their members.

Forest woodland areas provide wildlife and fisheries habitat plus a variety of recreational opportunities while enhancing the environmental and aesthetic values of the land.

The First Nations Forestry Program encourages better forest management by providing financial and technical assistance to First Nations Bands, Tribal Councils and other First Nations groups or companies involved in improving economic conditions in status communities, so that they may carry out forestry related activities throughout the province, *both on and off their reserves*.

4. WHAT IS THE PURPOSE OF THE PROGRAM?

The purpose of the First Nations Forestry Program is to improve economic conditions in **status** First Nations communities with full consideration of the principles of sustainable forest management.

Forestry-based activities on and off-reserve is expected to provide initial major economic opportunities for First Nations communities. The First Nations Forestry Program is designed to assist First Nations to build capacity and assume control of the management of forest resources on reserve lands, to establish partnerships and to actively participate in off-reserve forestry and other economic development opportunities.

5. WHAT ARE THE OBJECTIVES OF THE PROGRAM?

The First Nations Forestry Program has four main objectives which include to:

5.1 **Enhance** First Nations capacity to operate and participate in forest based businesses, thereby increasing the number and size of such businesses and long term jobs in forestry for First Nations members;

5.2 **Increase** First Nations partnerships and joint ventures;

5.3 **Investigate** the feasibility of trust funds, capital pools, or similar mechanisms that may be created to administer any resources that may become available for the purpose of financing First Nations forestry development; and

5.4 **Enhance** First Nations capacity to sustainably manage reserve forests.

6. PROJECT PRINCIPLES

There are eight *essential* project principles:

6.1 Capacity building (development of business and forestry skills with a move towards some element of independence)

6.2 Demonstration of community support (desirable to have Band or Tribal Council support or resolution)

6.3 Clear, measurable outputs and demonstrable outcomes

6.4 Environmentally sound and sustainable

6.5 Part of a long term strategic plan (complements long term vision or planning)

6.6 Encouraging external partnerships

6.7 Indicating potential to leverage other resources ($, labour, equipment)

6.8 Promoting maximum benefits to other First Nations

7. WHO IS ELIGIBLE TO APPLY FOR SUPPORT?

Eligible recipients for contributions are duly elected First Nations Band councils, First Nations organizations and any other First Nations group or company involved in improving economic conditions in **status** First Nations communities and who can contribute to the objectives of the First Nations Forestry Program.

Eligible recipients may include the following:

7.1 First Nations Bands and Tribal Councils
7.2 First Nations community-based organizations who are developing businesses
7.3 First Nations businesses who are in partnerships or joint ventures

Proposals from the above groups will be considered eligible for Program funding if their goals are compatible with the First Nations Forestry Program's objectives (Section 5) and if they follow the Program's project principles (Section 6).

Individuals or sole proprietors are not eligible for funding. Band councils, however, can apply and implement a proposal on behalf of band member entrepreneurs.

8. WHAT ACTIVITIES ARE ELIGIBLE FOR PROGRAM FUNDING?

Any forestry based activity or project that can contribute to the purpose and objectives of the First Nations Forestry Program will be eligible for funding consideration.

Section 24 provides examples of the type of activities that may be considered for funding under the four Program objectives.

9. WHAT IS NOT ELIGIBLE FOR PROGRAM FUNDING?

The following will not be eligible for funding:

9.1 Proposal development costs

9.2 Projects which are in direct economic conflict with Bands or Tribal Councils

9.3 Proposals that will not benefit status First Nations communities

9.4 Legal cases

9.5 Conflict with hereditary culture - existing traditional rights vs DIAND legal rights; includes concern over traditional knowledge

9.6 Support to insolvent businesses

9.7 Projects which may cause environmental degradation

9.8 The purchase of GIS hardware or software

9.9 The purchase of vehicles, boats, saws and other equipment where leasing is deemed more appropriate, especially for training programs

9.10 Non-forest based projects

9.11 Compensation or assistance for trainee wages, expenses, travel, accommodation or other living expenses for training related projects.

10. PROJECT PROPOSAL SCREENING CRITERIA

The following screening criteria will be used when reviewing and evaluating project proposals:

10.1 All proposals will be considered but only one proposal per Band/Tribal Council will be approved.

10.2 Projects which are making use of DIAND RAN program funding will not be considered if the funding is for identical purposes.

10.3 Only proposals that are complete and received by the "official" deadline will be considered for approval.

10.4 The maximum approval amount is $25,000 provided all criteria is met.

10.5 Only "High" and "Medium" priority ranked proposals will be considered for approval (Section 13).

10.6 Non-status applications will not be considered.

10.7 Projects involving the development of plans and carrying out studies must show an indication of initial planning at the Band or Tribal Council level.

10.8 Projects involving training or capital must demonstrate a link between the equipment or training and Ministry of Forests or industry jobs or contracts.

10.9 Priority will be given to projects which are focused over ones which are more multi-dimensional.

10.10 Projects must exhibit realistic timelines and achievable deliverables to be considered for approval.

10.11 Project outcomes must be measurable in that they must be linked to jobs or products at the status community level.

10.12 Training must consist of developed materials presented by an accredited/ certified institution. Existing training modules should be utilized wherever possible and delivery between different Bands must be coordinated whenever possible. If curriculum material must be specifically developed, it must be done by qualified and reputable trainers or curriculum development agencies. Forest related training shall meet Ministry of Forests standards, where such standards exist.

Note: Given equal rated proposals, funding priority will be given to new applicants that have not received FNFP funding before.

11. CAPITAL PROJECT SCREENING CRITERIA

The purchase of equipment and the investment in capital is necessary in many business ventures. Funding for capital projects will be closely screened using the following criteria:

11.1 The project must be part of a business plan in order to be considered, that shows the impact and necessity of the proposal (i.e. the proposal must be part of a larger financial planning process).

11.2 The proposal, through the purchase of the piece of equipment, must demonstrate the potential to create employment within the community.

11.3 The proponent must make a cash contribution towards the total cost of the proposed project. The higher the proponent's contribution, the higher the proposal will be ranked.

11.4 Proponents must demonstrate in the proposal that they have experience and proven contracts and references before funding will be considered.

11.5 Projects where leasing the equipment is an option will not receive consideration for funding to purchase the equipment.

12. PROPOSAL APPROVAL CRITERIA

Proposals will be assessed for funding under the following approval criteria:

12.1 Does the proposal meet any of the four Program's objectives and how many of the eight principles does it meet?

12.2 What is the percentage contribution being made by the proponent and what is the percentage contribution being made by other partners/ agencies? (A minimum 10% contribution from the proponent is required).

12.3 Is the planning/infrastructure in place to justify and support this investment (i.e. is there a long range or strategic plan in place that identifies this project as a high priority)?

12.4 What is the proponent's track record - does the proposal display previous experience that would enhance the chances of this proposal to succeed?

12.5 Is there any capacity to access other funds or business plans - has the proponent made use of other resources that may be available?

12.6 Are there any industry or other government partnerships identified as contributors to this proposal and in what stage of negotiations are these partnerships?

12.7 Will there be quantifiable outcomes that can be measured for Program evaluation purposes and in what form will these outcomes be?

12.8 Is there a clear indication of what exactly the requested funding is to be used for? Is there a detailed budget showing costs and rates?

13. PROPOSAL PRIORITY RATING CRITERIA

Proposals will be evaluated and ranked into "high, medium and low" priority categories utilizing the following definitions:

13.1 High Rating:

- clearly meets Program objectives and principles and contributes to the purpose of the Program
- application/project information is complete
- has a good chance of success, back-up documents are included (i.e. training course description/outline, business plan, strategy, etc.)
- outputs/products are clear
- has First Nations community support
- project costs appear reliable and well defined
- other partners are participating and contributing to the project
- clearly shows the types and number of jobs which are to be created

13.2 Medium Rating:

- similar to high: meets Program criteria but not at same level as high category (i.e. not as complete; may be missing some information, more interpretation required, etc.)

13.3 Low Rating:

- incomplete application/proposal - not enough information provided to properly evaluate
- outputs/values not as clear as in the other two categories
- is dependent on a component that is not firm or is underdeveloped (i.e. success of woodlot licence application or anticipated application)
- generally, weaker overall proposal

Note: Low rated proposals will not be considered for funding.

14. FUNDING

The following criteria will be applied when considering funding and eligible expenses:

14.1 Criteria for Funding

- Levered funding for applications from individuals or Bands or Tribal Councils (maximum 90% FNFP, minimum 10% applicant)
- If a submission is partnered with a non-First Nation who will significantly benefit from the project, then the partner is to contribute a minimum of 50% of the overall project value
- Maximum potential Program funding per application is $25,000

14.2 Criteria for Eligible Expenses

- Capital - a maximum of 50% of the total funding from the FNFP can be applied towards capital purchases (i.e. to a maximum of $12,500)
- Administration Costs - a maximum of 10% of project costs can be applied towards administration costs for implementation and delivery
- Revenue - should be reported for multi-year projects only
- Proposal Development Costs are not eligible and cannot be recovered
- Expenditures incurred by a project prior to approval of the proposal, and without a validated contribution agreement (Section 19), are not eligible expenses from the FNFP

15. PROPONENT AND OTHER PARTNER CONTRIBUTIONS

A project's total cost is shared between the First Nations Forestry Program and the First Nations proponent, and in cases of joint ventures, with other partners.

The share from the proponent or the other partner(s) may be in the form of a direct (cash) or in-direct (in-kind) contribution.

Where the contribution is in-direct in nature, the contribution must be a "cash-equivalent" contribution, that is **real and measurable.** Examples of in-kind contributions include labour, equipment, supplies, rentals, office space, office materials and resources, management services, technical or professional services, etc.

Funding allocated to the First Nations Forestry Program declines over the five year term of the Program. To ensure that the annual funding remains approximately the same, the differential, or funding from sources other than the FNFP, will come from contributions from First Nations and partners that may support a First Nations project. These contributions amount to 30% in the 1996/97 fiscal year and rise by 10% per year to 70% of total funding in the 2000/2001 fiscal year.

16. How Do I Apply to the FNFP?

Applying for funding under the FNFP requires the submission of a project proposal to the Canadian Forest Service at the address found on the inside cover of this booklet.

A project proposal for FNFP funding includes a completed application form from the Program plus any supporting documentation that may enhance the quality and clarity of the proposal. Such documentation may include copies of existing business plans, feasibility studies, memorandums of understanding with partners, timber license documentation, letters of support (including First Nations and non-First Nations) or additional proposal details.

Program applications are available from the Canadian Forest Service as specified on the inside front cover.

The proposal must be received by the Canadian Forest Service by the deadline date as specified in Section 17. A letter acknowledging receipt of your application will be sent to you.

17. What is the Deadline for Applying?

A call letter for proposals will be sent the first week of November each year. Project proposals must be received in the Canadian Forest Service office by the following February 3rd.

Additional call letters for submitting proposals will be issued if it becomes necessary.

18. When Will I Be Notified About My Proposal?

The First Nations Forestry Program Management Board will review and approve proposals in early March each year.

Only fully completed proposals and those received by the deadline date will be reviewed by the Management Board.

Once the Management Board has completed its review and approval process, the Canadian Forest Service (CFS) will notify each applicant of the outcome by letter.

If your proposal was approved, the next step will be to develop a contribution agreement in consultation with a CFS Program representative.

19. WHAT IS A CONTRIBUTION AGREEMENT?

A contribution agreement is a legal document which specifies the terms and conditions, budget and standards for the activities which will be carried out and funded under the First Nations Forestry Program. The agreement outlines the amount being contributed, the work to be conducted, the terms of payment and the project deliverables including the expected outcomes.

This document is developed in consultation with the successful proponent and is issued by the Canadian Forest Service.

The contribution agreement must be signed and validated by the Canadian Forest Service before work can begin.

20. RECIPIENT COMMITMENT AND BASIC OBLIGATION

Once a proposal is approved, there is a need to expedite the development of a contribution agreement in order to officially initiate the project and avoid delays in completing project activities. This requires commitment by ensuring priority is given to address any issues that may arise when the terms of reference for the project are being developed including ensuring a quick turn-around in providing additional information when requested. Delays in expediting the development of the agreement will result in cancellation of the funding.

Monitoring and supervising the activities of the project to ensure progress and attainment of deliverables are other basic obligations of the recipient.

In projects where there is third party involvement, such as consultants or contractors, financial arrangements and payment for services is a recipient responsibility. It is recommended that service contracts be developed when employing third party services.

When a proposal is submitted for consideration of funding, it is expected that the project has been researched, activities are viable, partners have been consulted and implementation can effectively take place shortly after approval is given.

Modifying the project after it has been approved will not be permitted if the changes requested significantly alter the original intent.

21. WHAT IS THE MAXIMUM DURATION A PROJECT CAN BE?

Upon approval of a project, the dates which the entire project may start and end will need to be determined. The time frame for which the FNFP program provides funding may cover the entire term of the project, or one or more phases, or series of phases within the total project. Therefore, the FNFP will work with the successful applicants in establishing starting and ending dates which will coincide *with the specific activities which the FNFP is funding.*

The project description and roles and responsibilities are outlined in the contribution agreement document.

22. REPORT REQUIREMENT AND FINANCIAL RECORDS

Once a proposal is approved and a contribution agreement is validated, recipients are required to maintain accurate accounts and records relating to expenses incurred and payments made in the course of implementing the project. These accounts and records shall be made available upon request for inspection and audit.

Once a project has been totally completed, a report will be required which would provide information to the FNFP regarding the success of the project, and what was accomplished in terms of meeting the original overall project objectives. This final report may very well include work activities completed outside the terms of the FNFP contribution agreement, but would however, contribute to the overall long term purpose of the Program.

23. WHEN DO I RECEIVE PAYMENT FROM THE FNFP?

Once a contribution agreement has been issued and validated, payment will be made by the FNFP to the recipient following established federal government procedures. The recipient will have the responsibility for making payments to contractors, forestry consultants and others employed by the applicant in carrying out the approved project activities.

To receive payment, project claims (received from the CFS) will be submitted by the recipient during the term of the contribution agreement according to an agreed payment schedule. Each claim shall be accompanied by a written report as identified in the agreement detailing project progress to date. Final payment will be made based upon claims submitted and work accomplished. The recipient must have completed all the requirements of the contribution agreement to the satisfaction of the Canadian Forest Service, as the implementing agency.

24. What Activities May Be Considered For Funding Under the Program's Four Objectives?

24.1 Objective 1: *Enhance First Nations Capacity to Develop Viable Forest Based Businesses.*

Activity	Description
Forest Resource Management and Business Plans	• Fund the expansion of existing reserve forest management plans to include financial and business development components. • Promote and support forest resource management through development of multi-year economic plans integrating forest and business planning.
Silviculture Contract and Business Training	• Promote First Nations skill development and expertise in forest management by supporting forest worker development and silviculture training. • Support First Nations in developing competitive silvicultural contractors through training and education and activities relating to crew development, contract administration, health and safety, business awareness and business development. • Assist bands with implementing silviculture contract pilot projects to develop expertise in contract administration and management. • Assist with creating training opportunities and providing silviculture job experience and development of business skills.
Integrated Resource Management/ Non-Timber Values	• Assist First Nations in developing business initiatives and capturing business opportunities relating to integrated resource management. This includes forest based tourism and recreation, traditional, non-timber values such as mushrooms, berries, medicines and other special forest products. • Support feasibility studies and research initiatives that will enhance First Nations involvement in special forest products that will create new businesses and opportunities.
Other Forestry Businesses	• Promote the development of other forest sector and contractor business initiatives where appropriate • Assist and support existing First Nations forest based businesses to remain viable and maintain their competitiveness and success through technical support, business enhancement and training.
Opportunity Identification	• Support initiatives relating to identifying business opportunities, developing business ethics and acquiring business skills.

Opportunity Identification *continued*	• Support community specific business opportunity and feasibility studies.
Business Development	• Support the development of business strategies to take advantage of on and off reserve economic and business opportunities. • Assist in developing business skills needed to pursue business strategies.
Technology Transfer	• Promote and encourage First Nations youth involvement and participation in forest resource management and career development. • Promote business development and sustainable forest management by introducing and delivering proven educational training workshop packages and training courses. • Support capacity and natural resource based workshops and seminars and skill enhancement projects

24.2 **Objective 2:** ***Increase First Nations Partnerships***

Activity	Description
Collaboration and Negotiations	• Assist First Nations in collaborating with other agencies and organizations including government, non-government and industry to form partnerships and joint ventures in forestry initiatives. • Support negotiation initiatives and assist in forming partnerships and linkages with off-reserve companies and businesses.
Investigations, Product Development and Marketing	• Fund project investigations and other research initiatives in identifying First Nations opportunities for business partnerships and cooperatives. • Support product development opportunity identification and marketing initiatives that can bring economic growth to First Nations communities. • Support economic and viability studies.
Venture Development and Partnerships	• Assist with the development of viable partnerships and other cooperative ventures between First Nations and other forest stakeholders in pursuing mutual forestry interests. • Assist existing native forestry businesses and partnerships to remain competitive and build on successes. • Support First Nations in developing forest based partnerships by assisting in finding alternate funding sources, forging linkages with non-native interests and pursuing business partnerships with industry.

Venture Development and Partnerships *continued*	• Support First Nations projects relating to developing or enhancing partnership skills, job development and economic opportunities. • Support specific partnership initiatives such as business plans for cooperative ventures. • Promote partnership and business arrangements between native bands rather than individually to achieve economy of scale in pursuing economic forestry opportunities.
Forestry Associations	• Support First Nations organizations and associations that can contribute to the purpose and objectives of the FNFP.

24.3 **Objective 3:** ***Investigating Funding Mechanisms***

Activity	Description
To investigate and identify the feasibility of national trust funds, capital pools, and other funding sources	• Assist First Nations with identifying various funding sources which may be in the form of grants, and/or contributions. • Maintain an inventory of funding and training resources available within the province.

24.4 **Objective 4:** ***Enhance First Nations Capacity to Manage Reserve Forests***

Activity	Description
Inventories, Management Plans and Silviculture	• Fund forest management plan development • Fund updating of existing plans • Assist in implementing plans and with initiatives relating to building capacity in developing and managing resource plans • Support the management of silviculture projects including enhancing silviculture capacity and skills
Traditional Knowledge	• Assist in applying First Nations knowledge and traditional values in managing reserve forests by supporting studies and related projects.
Education and Communications	• Support projects promoting forestry awareness, education and training. • Support the development of reserve forest management demonstration areas and communications initiatives to promote sustainable forest development.

First Nations Forestry Program

British Columbia
1996 – 2001

PROGRAM APPLICATION

Natural Resources Canada
Canadian Forest Service

Ressources naturelles Canada
Service canadien des forêts

Indian Affairs and Northern Development Canada

Affaires Indiennes Et du Nord Canada

In partnership with First Nations

General Information:

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1. Before completing this funding proposal Application, please refer to the First Nations Forestry Program Application Guidelines. The Guidelines provide detailed information on applying for funding under the First Nations Forestry Program. Copies of the Guidelines can be obtained from the Canadian Forest Service at the following address:

   Canadian Forest Service
   First Nations Forestry Program
   506 West Burnside Road
   Victoria, BC V8Z 1M5

   Attention: Nello Cataldo, Program Manager

   Telephone: (250) 363-6014
   Fax: (250) 363-0775
   E-mail: ncataldo@pfc.forestry.ca
   Web: www.pfc.forestry.ca

   To reach the Canadian Forest Service general line, please call (250) 363-0600.

2. The First Nations Forestry Program is a federal government initiative jointly funded by the Department of Indian Affairs and Northern Development and by Natural Resources Canada, Canadian Forest Service. Through the Program, First Nations can obtain technical and financial assistance in forestry and forest economic development.

3. Additional copies of this Application and further information about the First Nations Forestry Program can be obtained from the Canadian Forest Service.

4. Please mail completed applications and proposal details to the Canadian Forest Service at the above address. Receipt of the original signed proposal is required prior to the deadline (Section 17 of Guidelines). **Please do not fax proposal packages**.

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Section 1: APPLICANT INFORMATION

The following information provides details on who is specifically applying to the Program and who the official First Nations contact will be for this project.

Eligible applicants are bands and tribal councils, organizations who are developing businesses and First Nations who are in partnerships or joint ventures.

1.1 First Nation Applicant: *(please check off the appropriate box)*

Band ☐

Tribal Council ☐

First Nations Partnership or Joint Venture ☐

First Nation Association/Organization ☐

Name of Applicant: _____
(NAME OF BAND, TRIBAL COUNCIL, NATIVE BUSINESS, NATIVE ORGANIZATION, ETC.)

Applicant Address: _____
(P.O. BOX, STREET)

_____
(CITY/TOWN)

_____
(POSTAL CODE)

Telephone #: (____)_____ **Fax #:** (____) _____

E-mail: _____

1.2 Signature Block: *(applicant/contact)*

_____ _____
(APPLICANT SIGNATURE) *(PRINT NAME)*

_____ _____
(POSITION/TITLE) *(DATE)*

1.3 First Nation Affiliation: *(name of band, tribal council, native business or native organization applicant is affiliated with)*

If applicant is a band, complete the following:

Independent: Yes ☐ No ☐

Affiliation (if 'No' above) _____
(NAME OF TRIBAL COUNCIL)

If applicant is not a Band or a Tribal Council, complete one of the following:

Band Affiliation: _____
(NAME OF BAND)

Tribal Council Affiliation: _____
(NAME OF TRIBAL COUNCIL)

Other Affiliation: _____
(PLEASE SPECIFY)

No Affiliation:

_____

Section 2: PROJECT MANAGEMENT INFORMATION

This section identifies the individual who will be responsible for the day-to-day management and delivery of this project. Depending on the application or the type of project, the project manager may be the applicant, the applicant's representative, a consultant or some other qualified individual.

The designated project manager, however, will be the main official contact person liaising with the Canadian Forest Service regarding the project contribution agreement and project implementation.

If the individual is someone other than the Applicant under Section 1, complete the following:

Project Manager: _____

Position/Title: _____

Affiliation/Company: _____

Telephone #: (____) _____ Fax #: (____) _____

E-mail: _____

Section 3: PROJECT INFORMATION

The following provides basic information on the proposed project. It identifies the name of the project for which the funding will be used, the general location where the project will be implemented (i.e. town, community, reserve, crown land), whether the activities will be on or off-reserve and the anticipated start and completion dates for the project.

Other information includes involvement of consultants or contractors and duration of the project in terms of single year or multi-year timelines. A year refers to a fiscal year of April 1st to March 31st inclusive.

The FNFP objective that applies to the project should also be identified.

3.1 Project Background:

Title of Project: _____

_____

Location: _____

_____

On-Reserve ☐ Off-Reserve ☐

3.2 If the project activities are off-reserve, complete the following:

Where will the activities occur for which program funding will be used?

_____

_____

Who controls the land where the project will take place?

_____

_____

3.3 If the project involves training or management or professional services (consultants or contractors), complete the following:

Name of Company: _____

Name of Contact: _____

Telephone #: (___) _____ Fax #: (___) _____

Has the company been notified? Yes ☐ No ☐

If yes, when will they be available to start work on the project?

From: _____ To: _____
(Date) *(Date)*

3.4 *Can the project be completed in one fiscal year?* Yes ☐ No ☐

If yes, complete the following:

Anticipated Start Date: _____

Anticipated End Date: _____

If no, complete the following:

Fiscal Year	**Start Date**	**End Date**
1999/00	_____	_____
2000/01	_____	_____

3.5 *What FNFP objective will apply to the project?*

FNFP Objectives: (check the appropriate box or boxes)

Objective #1	Enhancing First Nations capacity to develop forest based businesses	☐
Objective #2	Increasing First Nations partnerships and joint ventures	☐
Objective #3	Investigating the feasibility of funding mechanisms	☐
Objective #4	Enhancing First Nations capacity to sustainably manage reserved forests	☐

Section 4: PROJECT PARTNERS

This section applies to proposals where other partners will be participating and contributing to the delivery of the project. Other partners include other federal departments and programs, other First Nations, provincial ministries and programs, forest companies and other businesses and organizations willing to support this project.

4.1 If the proposal has other partners who will be contributing either directly or indirectly to the total cost of the project, complete the following:

Name of Partner: _____
(DEPARTMENT, MINISTRY, PROGRAM, COMPANY, BUSINESS, ORGANIZATION)

Name of Contact: _____

Position/Title: _____

Telephone #: (___) _____ Fax #: (___) _____

What are they contributing: *(financial support, in-kind services, training, etc.)*

_____

_____

Why are they contributing? _____

_____

_____

Has the partner been approached and is an agreement in place? Yes ☐ No ☐

4.2 Please include any documentation (memorandums of understanding, etc.) regarding this agreement.

4.3 If there is more than one partner, please provide the above information for each on a separate sheet.

Section 5: BRIEF PROJECT DESCRIPTION

The project description provides information on the objective(s) of your project and specifically how it will compliment the purpose and objectives of the First Nations Forestry Program (FNFP). The description should include some background information to profile the proposal and how the FNFP can assist.

The description should concentrate on your immediate expectations as a result of FNFP funding in the short term (1 - 2 years) and in the longer term (3 - 5 years) and how this ties back to the FNFP objective(s) identified in Section 3.5.

The short term expectation refers to what the FNFP funding will be used for and what will be the expected outcome. The longer term forecasts the added benefits or expectations to the First Nations community resulting from the short term deliverables or products.

Section 6: PROJECT BUDGET INFORMATION

The project budget information that is provided in this section needs to clearly identify the expected costs of the project, the amount being contributed by the applicant, the amount being contributed by other partners and the amount being requested from the FNFP.

Table 1 is a summary of the project costs by funding source and expense category. Table 2 provides a further breakdown of costs for each of the expense categories identified in Table 1.

The contribution from the applicant and other partner(s) may be direct (cash) or in-direct (in-kind). In the case of the latter, the contribution must be a "cash-equivalent" contribution that is real and measurable.

Where the project has multi-year activities, Table 1 and Table 2 need to be completed separately for each fiscal year.

TABLE 1: PROJECT COST SUMMARY

FISCAL YEAR: _____

EXPENSES:	First Nations Forestry Program	Applicant		Partner(s)		Total Project Cost
	Cash	Cash	In-Kind	Cash	In-Kind	
Administration						
Labour						
Management/ Professional Services						
Materials/Supplies						
Equipment						
Advertising/ Communications						
Other Expenditures						
TOTALS						

TABLE 2: PROJECT COST BREAKDOWN

FISCAL YEAR: _____

Administration is overhead and project management costs									
Administration	**Cost Breakdown**				**Source of Funding**				
Activity/Position	**# of people**	**Wage Rate**	**Time**	**Total Cost**	**FNFP**	**Applicant Cash**	**Applicant In-Kind**	**Partner(s) Cash**	**Partner(s) In-kind**

Labour refers to wages or salaries									
Labour	**Cost Breakdown**				**Source of Funding**				
Activity/Position	**# of people**	**Wage Rate**	**Time**	**Total Cost**	**FNFP**	**Applicant Cash**	**Applicant In-Kind**	**Partner(s) Cash**	**Partner(s) In-kind**

TABLE 2: PROJECT COST BREAKDOWN

FISCAL YEAR: _____

Management/Professional Services are services provided by consultants									
Management/Professional Services	**Cost Breakdown**				**Source of Funding**				
						Applicant		**Partner(s)**	
Services Performed	**# of people**	**Wage Rate**	**Time**	**Total Cost**	**FNFP**	**Cash**	**In-Kind**	**Cash**	**In-kind**

Materials/Supplies refer to consumable items required for the project i.e. power saw gas and oil, etc.									
Materials/Supplies	**Cost Breakdown**				**Source of Funding**				
						Applicant		**Partner(s)**	
Item	**# of Units**	**Unit Cost**	**Time**	**Total Cost**	**FNFP**	**Cash**	**In-Kind**	**Cash**	**In-kind**

TABLE 2: PROJECT COST BREAKDOWN

FISCAL YEAR: _____

Equipment is machinery, tools or implements required to complete the project									
Equipment	**Cost Breakdown**				**Source of Funding**				
Item	**# of Units**	**Unit Cost**	**Time**	**Total Cost**	**FNFP**	**Applicant**		**Partner(s)**	
						Cash	**In-Kind**	**Cash**	**In-kind**

Advertising/Communications covers the costs of advertising for bids or promoting the project									
Advertising/ Communications	**Cost Breakdown**				**Source of Funding**				
Activity/Position	**# of people**	**Wage Rate**	**Time**	**Total Cost**	**FNFP**	**Applicant**		**Partner(s)**	
						Cash	**In-Kind**	**Cash**	**In-kind**

TABLE 2: PROJECT COST BREAKDOWN

FISCAL YEAR: _____

Other Expenditures are anything that has not been included in one of the previous categories									
Other Expenditures	**Cost Breakdown**				**Source of Funding**				
Item	**# of Units**	**Unit Cost**	**Time**	**Total Cost**	**FNFP**	**Applicant**		**Partner(s)**	
						Cash	**In-Kind**	**Cash**	**In-kind**

Section 7: PROJECT DELIVERABLES AND ACCOMPLISHMENTS

In this section, you should describe the benefits that are expected to be received as a result of completing the project, which First Nation community is expected to benefit and how will they benefit. The benefits should relate back to Section 6 and what the FNFP funding will actually be used for.

Section 8: OTHER APPROVALS

Have you received the necessary approvals for your project from the appropriate authorities? (This may include approvals from Bands, Tribal Councils, forest companies, the province, etc.)

Yes ☐ No ☐

If 'no', then by what date do you expect to have received all of the necessary approvals? _____

Please identify all approvals which are required:

Organization: _____

Contact Person _____

Telephone #: (___) _____ Fax #: (___) _____

If there is more than one approval required, please provide the above information for each on a separate sheet.

Section 9: ATTACHMENTS

Attach all pertinent information and back-up documents with this proposal, including business plans, feasibility studies, memorandums of understanding with partners, timber license documentation, letters of support, etc.

Completed applications and proposal details should be returned to the Canadian Forest Service. For the address, please refer to the additional information on the inside cover of this application form.